

THE OFFICIAL RECORD
OF WILDERNESS PUBLIC HEARINGS

The Official Record of the public hearings is assembled in accordance with Section 3(d) of the Wilderness Act (P.L. 88-577) and is to be available to: all officials involved in the formulation of wilderness recommendations; the Congress; and the public.

OFFICIAL RECORD

The Official Record of the hearing on any preliminary wilderness proposal is compiled for the period beginning with publication of the Notice of Public Hearing in the "Federal Register" at least 30 days in advance of the hearing and extending beyond the date of the public hearing to the date specified in the notice, usually 30 days after conclusion of the hearing. This complete Official Record consists of the following:

- A. Public Hearing Notice
- B. Preliminary Wilderness Study Packet
- C. Public Hearing Transcript
- D. Assemblage of Public Responses
- E. Other Exhibits used or presented at Public Hearings

Description and Responsibility for Preparation and Transmittal:

The Superintendent is responsible for assembling and transmitting the Official Record to the Regional Director, who in turn transmits it to the Director with a copy to the Service Center. Copies of the Public Hearing Transcript should be distributed, as shown below, immediately upon receipt. The remaining portion of the Official Record should be transmitted as a package and at one time as quickly as possible after expiration of the 30-day post hearing time limitation. A copy of all materials should be made for retention in the park files before being transmitted to the Regional Director. Materials comprising the Official Record must be forwarded via registered mail.

The following is a description of each portion of the Official Record and an explanation of how each item is prepared:

A. Public Hearing Notice

One copy each of the following shall be mounted on white bond paper and bound with a paper fastener in a file folder which carries the heading

"Public Hearing Notice."

1. Notice of Public Hearing as published in the "Federal Register."
2. Clipping of each legal notice announcing the public hearing appearing in newspapers, together with the affidavit of publication.
3. A list of names and addresses of public officials and agencies and Congressional delegation members notified of the public hearing.

B. Preliminary Wilderness Study Packet

One copy of the complete preliminary wilderness proposal packet is to be included in the Official Record.

C. Public Hearing Transcript

Copies of the transcript shall be distributed by the Superintendent immediately upon receipt as follows:

Hearing Officer	-	One copy
Superintendent	-	Retain two copies
Regional Director	-	One copy
Service Center	-	One copy
Director	-	Two copies including the original or master copy

D. Assemblage of Public Responses

This includes all oral statements made at the public hearing as well as letters and statements received during the entire period for which the official record is compiled. Statements or letters received by the Regional Office and WASO during such period will be sent to the park for inclusion in the Official Record. Letters from National Park Service offices acknowledging receipt of statements to be included in the Official Record should not be inserted in the Assemblage of Public Response. Responses received too late to be included in the Official Record shall be retained in the files of the park or other receiving office.

All responses eligible for inclusion in the Official Record shall be assembled in alphabetical order, indexed, and tabulated in one of the following three categories.

1. Responses from public agencies (this includes the Governor and other State representatives, as well as all Federal and local agencies). It does not include responses from Members of the Congressional delegation or State legislature, which are listed as responses from individuals.
2. Responses from organizations.
3. Responses from individuals.

The tabulation should show how the views in each letter are categorized as well as how many individuals are represented by each piece of correspondence. A detailed, accurate tabulation as letters are received, will make final compilation of the Official Record and preparation of the draft report much faster and easier. A sample of tabulation of written responses from individuals is included in the Appendix. (For additional information about tabulating letters, see the section later in this part concerning the "Analysis of the Record of Public Hearing and Written Responses" in the final Wilderness Suitability Report).

Care must be exercised in reviewing letters received from individuals and those representing organizations since persons expressing a personal opinion may use organization letterheads. The originals of correspondence for transmission to the Director should be boxed in standard document boxes.

Statements received from public agencies or officials that are reproduced in the appendix of the final wilderness report submitted to the Congress are not to be punched for binding, and should be free from surnames and routing notes. The original letters should be placed in a marked envelope to protect them for printing purposes. A copy of each should be used for assemblage in the Official Record.

E. Other Exhibits

Exhibits and other materials used at the hearing, and not previously mentioned in the instructions, become part of the Official Record. This would include supporting documents, photographs, maps, objects, etc., introduced into the record during the public hearing by the Service or by persons or organizations testifying at the hearing. How exhibits are assembled depends upon the nature of the materials; file folders, manila envelopes or document boxes will accommodate the usual types of exhibits.

The foregoing items comprise the Official Record which will remain on file in the Washington Office.

A complete set of the current General Management Plan placed on public display prior to the hearing, while not a part of the Official Record, will be labeled and filed in the Washington Office as a permanent record of the Master Plan as of that date.